

Retention and Classification Report

Agency: Department of Natural Resources. Division of Oil, Gas, and Mining (720)
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Records Officer Vicky Dyson

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AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 8615

3

TITLE: Accounting annual work program staffing plan

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This is a bi-weekly report produced by the Division of Finance showing the real costs to the division for the employees. It includes the costs to date and projected and budgeted costs.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

The record copy of this report is kept by Finance. This record has administrative value only.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7695

3

TITLE: Accounting audit reports

DATES: 1961-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

This retention is based on OMB Circular A-128.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7684

3

TITLE: Accounting budget background records

DATES: 1977-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These are working papers, cost statements, and rough data accumulated in the preparation of the annual budget estimates.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

Fiscal

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7648

3

TITLE: Accounting deposits with the State Treasurer

DATES: 1957-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7692

TITLE: Accounting financial Information Resource Management Systems reports ¹

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These are reports generated by the Division of Finance relating to voucher preparation, administrative audit, and other accounting and disbursing operations. These include Expenditure Detail Statement, Activity Detail, Budget Operating Report, and Revenue/Expenditure Report.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Fiscal

This record is subject to audit and should be kept for the audit period.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7693

3

TITLE: Accounting general ledger

DATES: 1974-

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

Fiscal

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 8610

3

TITLE: Accounting grant financial records

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These are the financial records developed by the division in administering federal grants. These are used to control and report the expenditure of funds and are subject to federal audit. Information in the file includes indirect cost agreements, performance reports, request for funds, and copies of contracts.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after submission of final or annual expenditure report and then destroy.

APPRAISAL:

Fiscal

Retention is based on the requirements of OMB Circular A-128.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 8611

3

TITLE: Accounting grievance files

DATES: 1987-2007

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 8613

3

TITLE: Accounting incentive award request file

DATES: 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These records document incentive awards given to employees for exceeding vocational expectations.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 8619

3

TITLE: Accounting indirect cost negotiation agreement

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is an agreement negotiated between the federal government and the division as to how indirect costs will be allocated for grant funding. It includes both the final agreement and the work papers.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years after updated and then destroy.

APPRAISAL:

Administrative Fiscal Legal

This record is fiscally important as it affects how federal money is spent. It should be kept as long as it is current and for four years after it is updated. The extra retention is to allow for later federal audits. If there were to be a dispute as to the allocation of indirect costs, then a copy of the agreement would be necessary.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7636

3

TITLE: Accounting interdepartmental transfers

DATES: 1977-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Inter-agency transfer records

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

Microfilm master: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 8617

3

TITLE: Accounting leave compilation cards

DATES: 1982-2007

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These are duplicate copies of the annual leave compilation cards.
They are used for administrative and management purposes.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative

The record copy of this report is kept with the personnel file.

This copy has only administrative value.

PRIMARY CLASSIFICATION:

Private except 19 data elements identified by the State Records Committee

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 8609

3

TITLE: Accounting payroll costs file

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a record of the payroll costs that are to be charged to federal grants. Employee time spent on federal grant activities can be charged to the grant funds. This information is now kept on an automated system. Information includes the employee name, hourly rate, hours on grant activity, total hours, percentage of hours worked on the federal activity, and the amount to be charged to grant funds.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after submission of final or annual expenditure report and then destroy.

APPRAISAL:

Fiscal

The retention is based on the requirements of OMB Circular A-128.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7675

3

TITLE: Accounting payroll register

DATES: 1972-2007

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a complete listing of low organization payroll information by current, month to date, quarter to date, and year to date totals received from Finance. It is used to answer inquiries concerning payroll and for audit purposes. Information includes the low organization number, the distribution code, the regular hours, the overtime hours, the other hours, the total earnings, the regular earnings, the other earnings, withholdings, total deductions, net pay, check number, and run date.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Fiscal

This record is subject to audit and should be retained for the full audit period.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 8614

3

TITLE: Accounting payroll signature file

DATES: 1983-2007

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a record that all employees have received their paychecks. It consists of the employee's name and initials indicating receipt.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

This record has administrative value only.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 8618

3

TITLE: Accounting personnel policy manuals

DATES: 1983-

ARRANGEMENT: Numerical by policy number

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are policies and procedures relating to personnel matters.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until updated and then destroy.

APPRAISAL:

Administrative

As these policies originate outside the division, they need only be kept as long as they are active.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7689

3

TITLE: Accounting preliminary payroll files

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These are computer produced two part documents sent by Finance to agencies to record final corrections or adjustments regarding employees' pay to be made before the master payroll is run and checks are issued.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7651

3

TITLE: Accounting purchase requisitions

DATES: 1977-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These records document via receipts, contracts or invoices any purchase of goods or services made by the division.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Fiscal

These records are subject to audit and should be kept for the audit period.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7639

3

TITLE: Accounting request for out of state travel authorization

DATES: 1977-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Fiscal

This record is subject to audit and should be retained for the audit period.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7640

3

TITLE: Accounting travel reimbursement request

DATES: 1977-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

Records relating to reimbursing individuals, such as travel orders, travel authorizations, per diem vouchers, transportation requests, hotel reservations, and all supporting records documenting official travel by officers, employees, dependents, or others authorized by law to travel.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then destroy.

Digital image: Retain in Office until administrative needs end and then delete.

APPRAISAL:

Fiscal

This record is subject to audit and should be retained for the audit period.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7640

TITLE: Accounting travel reimbursement request

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 8612

3

TITLE: Accounting two percent merit report files

DATES: 1985-2007

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These are copies of reports of employees who received merit raises for fiscal year 1986. It was used to ensure that the division had the funds to make the raises. This was a one-time report. Information includes the report period, the pay period, the department and division, the employee's name and social security number, the employee's original grade and step, the new grade and step, the hourly rate, the projected merit costs, the adjustment to the merit cost, and the reason for the adjustment.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 08/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after submission of final or annual expenditure report and then destroy.

APPRAISAL:

Fiscal

As this record relates to pay rates of employees, it may be reviewed by federal auditors for employees working on grant projects. Retention for the period specified by OMB Circular A-128 is recommended.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7676

3

TITLE: Accounting warrant registers

DATES: 1982-2007

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a list of all warrants issued to vendors on a daily basis. This record is used to retrieve voucher payable information. Information includes the warrant number, the voucher number, the vendor number, the invoice number, the amount paid, and the date issued.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Fiscal

This record is subject to potential audit.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7643

3

TITLE: Accounting warrant requests

DATES: 1978-2007

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Fiscal

This record is subject to audit and should be kept for the audit period.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7681

3

TITLE: Accounts payable file

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These records are financial payment documents.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Fiscal

This record is subject to audit and should be kept for the audit period.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7681

TITLE: Accounts payable file

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 81689

3

TITLE: Administrative correspondence

DATES: 1974-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This file contains the correspondence generated by the division director and other staff members. The file includes correspondence within the division, to other divisions in Natural Resources, to other state agencies, to the federal government, and to the public.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This record has research value in that it documents the activities, policies, and procedures of the division as a whole.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7427

3

TITLE: Attorney General's opinions

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Copies of legal interpretations of the Attorney General's office written at the request of an agency asking for guidance in enforcing, obeying, and/or interpretation of the law. The Attorney General's Office maintains the record copy of all official opinions.

RETENTION:

Retain 4 years. Transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical Legal

As these opinions are used to guide the agency in carrying out its functions and activities, a permanent record of these decisions has long term value.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7427

TITLE: Attorney General's opinions

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7443

3

TITLE: Hearing files

DATES: 1956-

ARRANGEMENT: Numerical by cause number

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

This is a record of the hearings by the board in its capacity as the regulatory authority for oil drilling and mining. Hearing matters include revision of rules, applications for orders and exceptions to orders, applications for rights determination, etc. Included in the files are hearing transcripts, petitions, orders, exhibits, motions, affidavits, and notices of public hearings.

RETENTION:

Retain Permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 07/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years or until scanned and quality checked and then destroy.

Computer data files: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7443

TITLE: Hearing files

(continued)

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical Legal

These records have long term research and administrative value. Essentially these hearings are the means by which the board makes policy decision. These records must be maintained in the office both for staff use and for reference by the public. By microfilming the records, not only will there be space savings, but the information will be protected by the existence of a security copy.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 6378

3

TITLE: Leases

DATES: 1959-

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

Building, equipment or land leases and related records documenting agreements, services and payments.

RETENTION:

Retain 4 years after contract expires.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 7.

AUTHORIZED: 01/26/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years after contract expires and then destroy.

Microfilm master: Retain in State Records Center for 4 years after contract expires and then destroy.

Microfilm duplicate: Retain in State Records Center for 4 years after contract expires and then destroy.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 6378

TITLE: Leases

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 7431

3

TITLE: News releases

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

The file consists of (1) news releases written by the division staff and (2) news releases originating outside the division and sent to the division for informational purposes.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

Paper: Retain in Office for 2 years and then destroy.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 17498

3

TITLE: Oil and gas lease maps

DATES: 1974-1974

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are maps of the locations of existing oil and gas mining leases.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 22865

3

TITLE: Publications

DATES: 1971-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/18/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfilm master: Retain in State Archives permanently.

APPRAISAL:

Historical

Publications which document agency history and functions have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 6379

3

TITLE: Telephone logs

DATES: 1980-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

Message registers, logs, performance reports, daily load reports, and related or similar records.

RETENTION:

Retain 6 months.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 4, Item 8.

AUTHORIZED: 04/06/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 28764

1

TITLE: Utah mining oral histories

DATES: 2010-

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These records support the agency's function to mitigate the damage of the historical record while protecting the public from the dangers of unregulated mining practices. These files contain all materials relating to the oral histories of Utah miners, including the raw audio and video files, photographs, transcripts, consent forms, published movies, and other printed promotional materials.

RETENTION:

Retain in Office for 1 year

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

All Formats: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

This disposition is based on the historical value of this series to provide researchers with documentation of the mining communities within Utah.

AGENCY: Department of Natural Resources. Division of Oil, Gas, and Mining

SERIES: 28764

TITLE: Utah mining oral histories

(continued)

PRIMARY CLASSIFICATION:

Public